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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Finance
1212 Key Building

EXTENSION

NO.

DATE

21 October 1981

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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21 October 1981

MEMORANDUM FOR:

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Chief, DDA Management Staff

FROM:

Edward L. Sherman
Director of Finance

SUBJECT:

Response to ADP Study Questions

1. This is in response to your request for answers to certain questions concerned with the ADP Study that is being undertaken. First of all, the language of the questions is obviously aimed at personnel engaged in systems operations and in some respects is therefore incomprehensible. I doubt if there is anyone in the Office of Finance with the experience, except for a few people who are systems professionals, who could respond to these questions. Unfortunately, these individuals are not at a level of the Organization to make the judgments necessary to provide meaningful responses. With this preamble, I will make an attempt to be responsive.

2. With respect to terminals, the production functions of this Office which include Payroll, Audit and Certification, Monetary, Accounts, and Commercial Systems & Audit will probably require that terminals be available for the bulk of professional and clerical personnel by the end of this decade. The terminals are likely to be tied into main frame data systems. In addition, there will be some stand-alone requirements where security does not allow Agency-wide systems or tie into main frames. There will be a growing need for automated processing machinery to handle the continuing flow of paper that is a part of payroll, audit and certification and general finance management. We are not likely to have considerable graphic requirements. In general, we are progressing toward automated tie-ins with other data systems around the Agency, such as the link up between Personnel and Payroll, and we are looking forward to user input rather than batch processes which will require additional terminals throughout the Agency and overseas. However, since all these developments relate directly to the development of major data systems, I am in no position to predict when these events may occur since development of these systems is not under OF control.

3. With respect to data bases required in the next ten years, we estimate the functions we currently are responsible for will not change significantly. A new payroll system is currently being planned and we anticipate that entitlements/requirements will

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continue to be generated. This payroll system will probably go through continuous regeneration in the years ahead. The Agency is currently working on a Logistics Information Management System, and when completed, it will be the principal system servicing Audit and Certification Division's activities. We are very desirous of establishing, if possible, an automated travel accounting system, and there are a number of requirements for keeping track of and manipulating disbursing functions and reimbursement relationships with other Agencies. It will also be necessary to make major adjustments to the General Accounting System, to the degree to which this system can be changed will depend, in part, on whether current legal requirements for accounting can also be changed. We do not currently have a requirement for a data base of information external to Agency operations,

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We do not foresee any changes in our functions over the next decade and we are not aware of commercially available data base management systems which are likely to be acceptable for Agency use without substantial conversion.

4. In the case of the Office of Finance, our data bases contain operational information pertaining to the normal activities of Agency components, our information is used to actively support Agency operations, to meet legal requirements, and to furnish management information which is essential to Agency decisions. We do not envision foreign language data bases, I do not know what non-character information is, but we do expect a high level of efficient information transfer and access. With respect to the last three questions re systems, I have no response. These issues are much too complicated to be given simple answers. The likelihood is the Agency will have to meet every possible combination of integration, decentralization and stand-alone system that is possible in order to maximize efficiency where that is possible and to meet the necessary security requirements.

for

Edward L. Sherman

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